

Annual Immersion Courses in France for Primary & Secondary School Teachers of French

Guidelines for UK Participants completing the Comenius Lifelong Learning Application Form

Where to download the form:

The form can be downloaded from the British Council's website at:
www.britishcouncil.org/comenius-applications-forms-and-guidance.htm

A copy can also be downloaded from our website at www.lfee.net

Things to remember before posting your completed application form to the British Council:

- your completed application form must be submitted to the British Council by **15 September 2009** for Courses 1 and 2 and **mid-January 2010** (date to be advised) for all other courses running between July and August 2010. Late applications will be not be accepted
- your original form along with 2 additional copies should be submitted to the British Council
- you should post your completed application form to the British Council by **recorded or guaranteed delivery**
- your completed application form **must not** be submitted in handwritten form to the British Council
- identical application forms between colleagues will be rejected – your application has to be based on your own personal answers
- your completed form can be signed/endorsed by your Head Teacher. If you are a Head Teacher, you can sign the form yourself. If you are a supply teacher, are re-training or are in-between posts, you can sign the form yourself
- the British Council will acknowledge receipt of your application form within 1-2 weeks of receiving it.
- please include a copy of the pre-registration letter from Le Français en Écosse and a copy of the Course Programme with your application form to the British Council. A copy of the Course Programme can be downloaded from our website
- please read the questions thoroughly before answering.

Answers to some of the questions on the Comenius application form:

When you are completing the form, please read thoroughly the British Council's guidelines at www.britishcouncil.org/comenius-applications-forms-and-guidance.htm

Question 2.5	<p>Thematic Area of Training Requested</p> <ul style="list-style-type: none"> The answer is "Training in the methodology or pedagogy of foreign language teaching".
Question 2.7.1	<p>Subject taught</p> <ul style="list-style-type: none"> For Primary teachers, please enter "Other Basic Programmes", code 010L. For Secondary teachers, please enter "Foreign Language", code 0109.
Question 2.7.2	<p>Language taught</p> <ul style="list-style-type: none"> The answer is French (FR)
Question 2.8	<p>Language in which the training activity will be delivered</p> <ul style="list-style-type: none"> The answer is French (FR)
Question 3.1	<p>Training Activity</p> <ul style="list-style-type: none"> The answer is "Structured training course"
Question 3.1.1	<p>Course Title</p> <ul style="list-style-type: none"> The title of the course for Primary teachers is "Teaching French in the Primary School". For Secondary teachers the title is "Teaching French in the Secondary School". <p>Is the training activity contained in the "Grundtvig-Comenius In-Service Training Database?"</p> <ul style="list-style-type: none"> The answer is "NO". (Please therefore remember to include a copy of the Course Programme with your application). <p>Full legal name: Le Français en Ecosse Type of organisation: Institution for in-service training Legal address: 41 St Bernard's Crescent Postcode: EH4 1NR City: Edinburgh Country: Scotland, UK Email: info@lfee.net Website: www.lfee.net</p>
3.3	<p>Dates and Place of Training Activity</p> <ul style="list-style-type: none"> Country: France Town: Salignac or Lyon Dates: please enter the actual course dates you are attending (not the dates you are travelling)

How to complete the "Budget" section of the application form (section no. 4):

Item	Details	Requested funding (Euros)
Travel	Insert your travel dates and type of transport. You should over-estimate for the cost of your travel.	insert travel costs
Subsistence	For the date of departure and date of return, insert your actual travel details. This can be within 1 or 2 days of the course starting and/or finishing The total duration of the mobility activity is 7 days Grant subsistence requested should be 1,313 Euro	1,313 Euros
Fees	The cost fee is 750 Euro	750 Euros
Language preparation	not applicable	
Special needs	not applicable	
Total EU funding requested		2,063 Euros

The total EU funding requested will come to over 2,063 Euros once you have included the cost of your travel. You will only receive 2,000 Euros from the British Council. This is not problematic as the fee due to Le Français en Ecosse for your course fee, accommodation and subsistence is 1,400 Euros which leaves you with 600 Euros to cover the cost of your travel, any extra nights accommodation and any food expenses whilst you are travelling to/from France. The reason for doing it this way is that the British Council will not ask for receipts for subsistence items but they will ask for receipts for travel. **Le Français en Ecosse covers the cost of your meals from the Saturday night through to the Friday morning whilst you are on the course.**

Please note that nothing can be changed in the Budget section after your form has been submitted and no additional expenses can be claimed retrospectively.

Assessment Form

A copy of the British Council's Assessment Form can be found at:
<http://www.britishcouncil.org/comenius-applications-forms-and-guidance.htm>

This form shows you the criteria which the British Council uses to assess your application form.

Please contact us should you have any queries when you are completing the form.

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